Copilot Studio in a day

Duration: 8 hrs

Overview

Join this one-day hands-on training to quickly get up to speed with Microsoft Copilot Studio. Learn how to easily create and customize AI-powered copilots that boost productivity and streamline tasks—no coding needed. We'll guide you through real-world examples, step-by-step demos, and how Copilot works with Microsoft 365 apps. By the end, you'll be ready to build smart, time-saving solutions for your team or business.

Course Objectives

In this course, you will learn:

- Create Agents from scratch
- Customize agents
- Create topics and triggers
- Integrate Gen AI capabilities in the Agent
- Integrate Power Automate

Course Contents

Module 0- Introduction to Copilot Studio

- Introduction to Power Platform
- Introduction to Copilot Studio
- Creating and Setting up Environments
- Introduction to Copilot Studio Settings
- Example use cases to build copilots today
- Microsoft responsible AI principles

Module 1 - Planning Your First Copilot

- Why Conversational AI
- Generative AI in copilot studio
- Building conversational experiences
- Designing and structuring topics

Module 2 - Creating Your First Copilot

- Copilot Creation Process
- Introduction to NLU

- Designing a simple copilot
- Best practices for writing topic trigger phrases
- Creating a Topic with Copilot

Module 3 - Authoring 101: writing in the Unified Authoring Canvas
- Copilot Studio authoring canvas
- Nodes and variables
- Entities and Slot-filling capabilities
- Topic management

Module 4- Add knowledge sources to a copilot
- Connecting websites, SharePoint pages, and files as knowledge sources
- Using generative responses in fallback scenarios
- Publishing to web, Teams, or other channels
- Setting user authentication
- Supporting multiple languages in an agent

Module 5- Build Power Automate flows from your copilot
- Microsoft Power Automate
- Power Platform Connectors
- Create a Flow from Copilot Studio